

Form A-2: Short Form Application Checklist

Name of Applying Organization:	
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Completing this form is NOT a substitute for reading the entire Guidelines publication.

Please submit an original plus 4 copies of the following **in the following order**:

Please 3-hole-punch all copies. DO NOT 3-hole punch the original.

☐ The following obligations have been met:

- FY 2011 Contract Initiation Components by August 31, 2010
- All required insurance documents are current
- FY 2010 Final Report submitted by September 30, 2010 (excluding audit, if applicable)

REQUIRED DOCUMENTS

- ☐ Form A-2: Short Form Application Checklist (Authorized signature required)
- ☐ Form B: Application Cover Page
- ☐ Form C: Project Summary
- ☐ Form D: Mission Statement, Goals and Objectives
- ☐ Narrative Section (Refer to Guidelines)
- ☐ Table 1: Audience and Visitor Information
- ☐ Table 2: Project Income
- ☐ Table 3: Project Expenses
- ☐ Budget Notes
- ☐ Form E: Board Resolution (Authorized signature required)
- ☐ Key Staff and Volunteers Roster and Short Bios
- ☐ Board Roster (and/or project planning committee) and Short Bios (voting members clearly indicated and dated)

EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application is complete and has been reviewed by me.

Printed Name and Title: _____

Signature: _____